MULTIPEDIA™

The Reference Library That Starts Where Your Encyclopedia Leaves Off

MULTIPEDIA

The Reference Library That Starts Where Your Encyclopedia Leaves Off

Quick Start Guide

Windows™ Version

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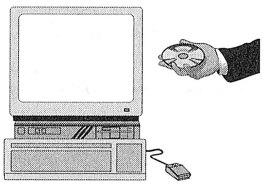
Quick Start Guide for Multipedia

Welcome to MULTIPEDIA, the most complete and effective computerized research product available on the market today. MULTIPEDIA's in-depth volumes cover virtually every subject, giving fast and easy access to a broad range of information. The books included on MULTIPEDIA are: Columbia's Complete Home Medical Guide, Webster's Medical Dictionary, Hutchinson's Dictionary of Science, Holt's World History, The Oxford Dictionary of Art, The Oxford Dictionary of Music, Ballentine's Dictionary of Law, Barron's Dictionary of Business and Finance, Hutchinson's Guide to the World, the 21st Century Dictionary of Computer Terms, Webster's Word Histories, The 21st Dictionary of Slang, The Spanish-English Bilingual Dictionary, The French-English Bilingual Dictionary, The Italian-English Bilingual Dictionary, and The German-English Bilingual Dictionary.

In addition to its reference works, MULTIPEDIA also contains over 150 videos, media albums, and animations, over 5,000 photos and illustrations, and a varied selection of music.



Easy-to-use features and helpful tools integrate all of MULTIPEDIA's information into a unique and powerful research CD-ROM that makes in-depth research fast and enjoyable.

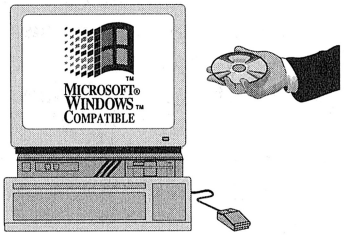
Welcome to MULTIPEDIA

This Quick Start Guide provides installation information, an overview of MULTIPEDIA's features, and step-by-step procedures to help you explore MULTIPEDIA.

For more detailed information about procedures, buttons and dialog box options, install MULTIPEDIA and press F1 to access On-line Help.

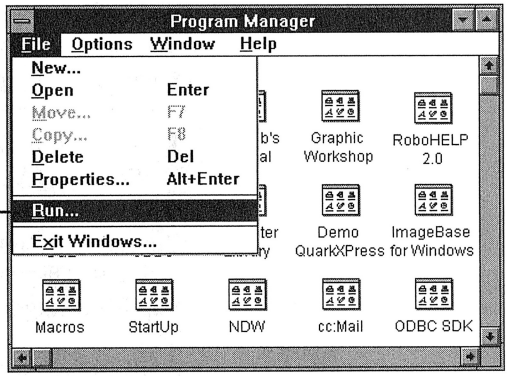
Installing MULTIPEDIA

✓Installing MULTIPEDIA in Windows 3.1

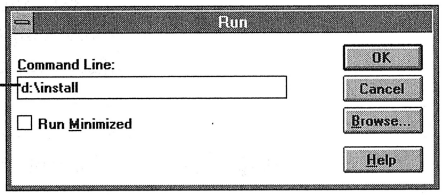


1. Make sure that Microsoft Windows 3.1 (or greater) is installed on your computer.

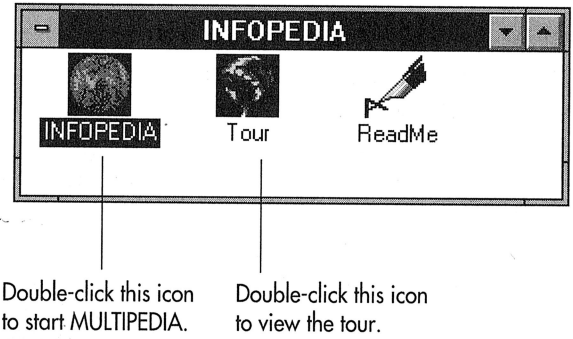
2. Insert the MULTIPEDIA disc into the drive and choose **Run** from the Program Manager's File menu.

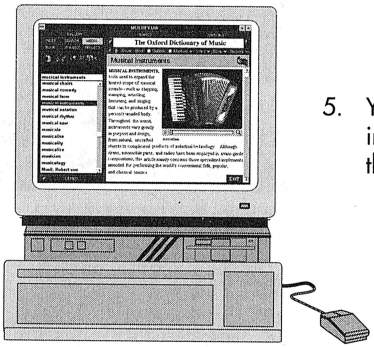


3. In the Command Line box, type the letter of your CD-ROM drive, a colon a backslash and INSTALL. For example, if your CD-ROM is Drive D, you type D:\INSTALL. Then click on the OK button and follow the on-screen instructions.



4. MULTIPEDIA creates this window in the Program Manager during setup.





5. You can skip the MULTIPEDIA introduction screen by clicking the mouse or pressing a key.

Installing MULTIPEDIA in Windows '95

You install the program the same way as all other programs in Windows '95 -just insert the CD into the drive and let AutoPlay start it up for you. Alternatively - and for those who are having trouble with AutoPlay - you can right-click on the icon for the Multipedia CD-ROM, then click the entry for **AutoPlay**.

✓**If you experience problems,** after installing MULTIPEDIA, reboot (restart) your computer!

✓**Un-Installing (removing) MULTIPEDIA**

As with all Windows '95 compliant programs, you can un-install (or remove) Multipedia from your hard drive by going to the "Add/Remove programs" icon in the Control Panel.

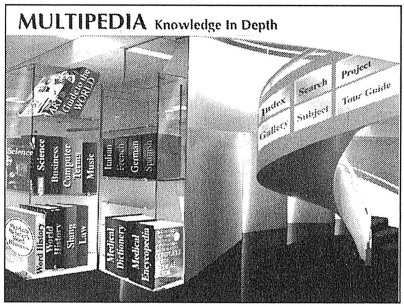
✓**Please take a moment** to fill out and mail the registration card you received with your MULTIPEDIA package. Registered owners are notified when updates are available.

The Opening Screen

The first time you run MULTIPEDIA, you'll be greeted by your own personal on-screen librarian who will show you around the MULTIPEDIA Library.

Click on any of the buttons on the staircase in the library to access that part of the program. Click any of the books in the bookcase on the right to hear the librarian tell you about that book.

Or click on the stairs to enter the Media Gallery. Inside, you'll find icons for all of MULTIPEDIA's media elements. Click a media element to display the full list of MULTIPEDIA's articles containing that media type.



Help Desk

If you need help while running MULTIPEDIA, check out the Help Desk on the Instaview tool bar at the top of the screen.

Choose "Help" to access MULTIPEDIA's fully cross referenced help file, where you'll find detailed instructions for using MULTIPEDIA's features plus great tips and suggestions to make your research easier.

Choose "Tour Guide", and the MULTIPEDIA Librarian will give you a full tour through the MULTIPEDIA interface.

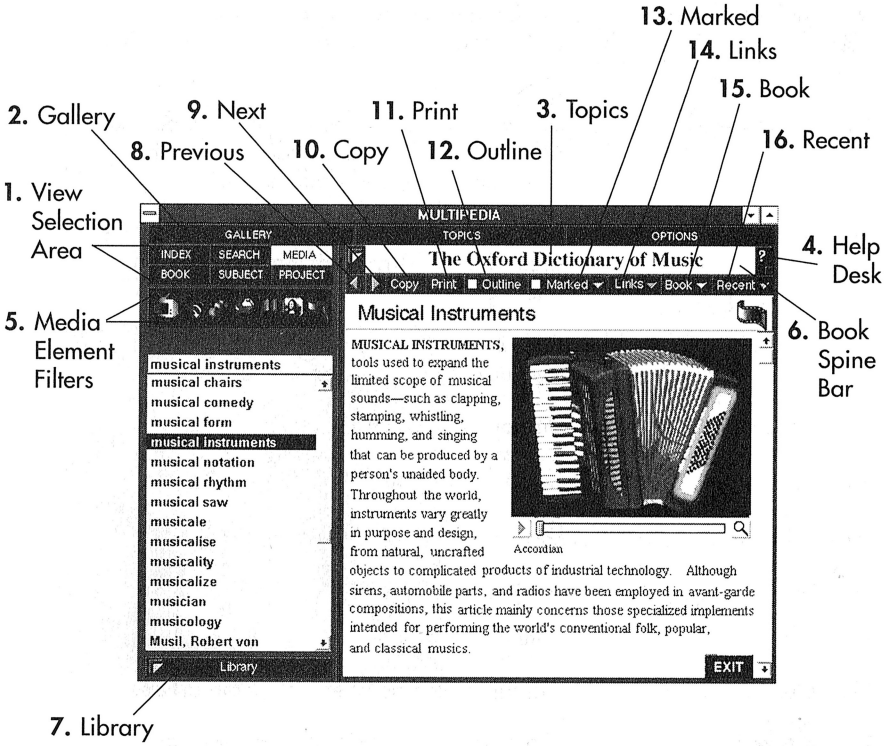
Choose "Preferences" to help customize your copy of MULTIPEDIA. Preferences let's you set the following options.

- Check "Skip Opening Screen" to go straight to MULTIPEDIA's main screen when you start the program, without passing through the Library first.
- Check "Save Screen Layout On Exit" , and MULTIPEDIA will remember the layout of your screen, including browser width and application size.
- Check "Save Last Article on Exit" and MULTIPEDIA will remember what article you were reading when you exited the program.
- In the Fonts menu box you can set the size of the text displayed in the browser and in the content window.

The Screen

MULTIPEDIA is easy to learn because its graphic interface is consistent from one book to the next - just click the buttons and icons on the screen to quickly move through the books.

Once you've learned what the buttons and icons do, you've learned the essentials for using MULTIPEDIA. The buttons and icons remain constant no matter which book is currently active.



The table below describes MULTIPEDIA's buttons and icons.

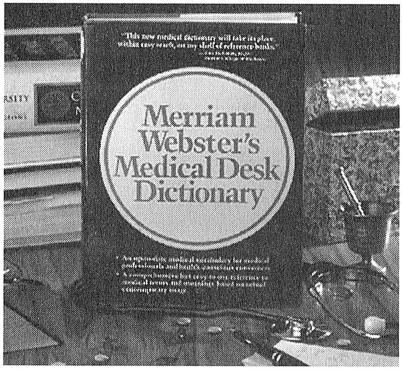
✓For further information about the MULTIPEDIA screen, click the "About the Screen" icon in the On-line Help.

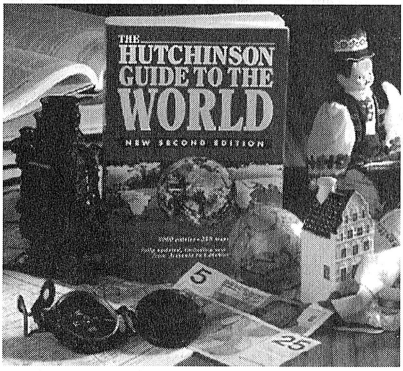
Click this ...		To do this...
1.	View Selection Area	Choose from one of the six MULTIPEDIA views
2.	Gallery Instaview	Display a pull-down menu of media elements. Select an element to jump to the Media View and view only entries with that media type.
3.	Topics Instaview	Display a pull-down menu of topics. Select a category and subcategory to jump to Subject View.
4.	Help Desk	Display a pull-down menu to help guide you through MULTIPEDIA, including on-line help files, tour guide, and preferences.
5.	Media Element Filters	Add and subtract topics from the Browser list according to the types of media elements selected.
6.	Book Spine Bar	Click the book spine bar to toggle through all the books with entries on the current topic.
7.	Library	Display or hide a filterable list of books.
8.	Previous	Go to the previous topic in the current book.
9.	Next	Go to the next topic in the current book.
10.	Copy	Copy text or pictures.
11.	Print	Print text or pictures.
12.	Outline	Display an outline of encyclopedia articles.
13.	Marked	"Bookmark" MULTIPEDIA entries to return to them easily.
14.	Links	Display a list of hyperlinks in the currently-displayed article.
15.	Book	Display a list of books that contain an entry for the current topic.
16.	Recent	Display a list of recently viewed topics.

The Books

A wealth of knowledge at your fingertips

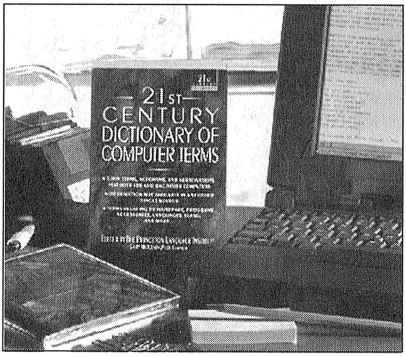
Webster's Medical Dictionary contains over 30,000 entries from all standard medical branches, as well as from a wide range of newer fields including: AIDS research, biochemistry and physiology, health care, medical procedures, nutrition, pharmacology, pregnancy and contraception, and geriatrics. The entries and the definitions are derived from an exhaustive medical reading program which examined current usage and required 20th century documentation for inclusion. Since many of the terms used in medicine today are named for their discoverers or inventors, the Medical Dictionary also includes thumbnail biographies of these scientists and doctors.

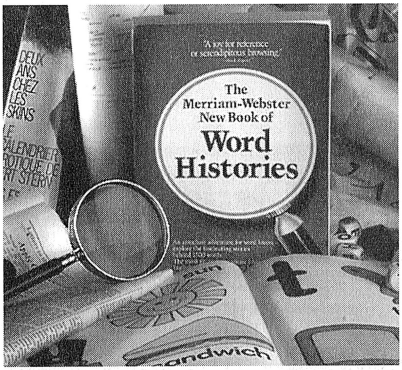




Hutchinson's Guide to the World contains 6000 entries regarding countries, regions, cities and towns, and bodies of water. Entries for countries include geographical, demographic and economic information, as well as important historical data. Over 350 maps provide additional information on countries and their divisions. In most cases, cities are cited which have a population of over 250,000, but many smaller cities of special interest also appear .

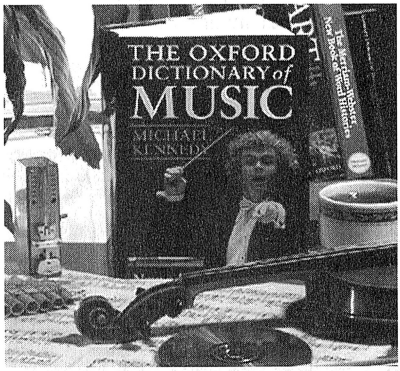
The 21st Century Dictionary of Computer Terms defines 3000 terms from the world of computers. Generally used acronyms and abbreviations appear alongside standard terminology regarding hardware, programs, accessories, languages and organizations. The Dictionary includes a wealth of slang from the field and nomenclature specific to both IBM and Macintosh computers.

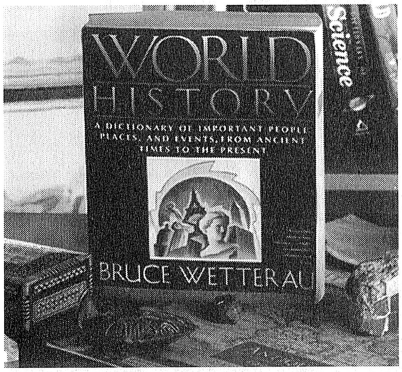




Webster's Word Histories is a reference work for people who love words. The book includes discussions of the derivation of 1500 English words, distinguished by their unusual and fascinating origins and evolution. Many of the discussions refer to other attempts, successful and otherwise, to define the etymologies of these terms. Wherever possible, Word Histories cites the person responsible for coining the word, as well as the language or languages from which it came.

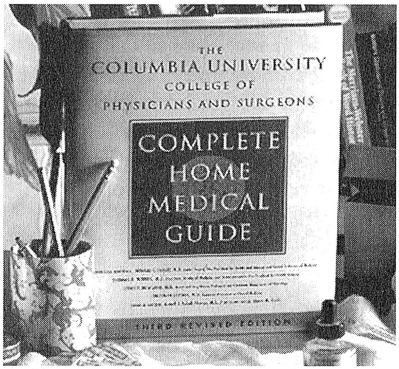
The Oxford Dictionary of Music, written and edited by Michael Kennedy, music critic of the Sunday Telegraph, has 12,500 entries, including 5000 biographies of composers, conductors, performers, producers, designers and scholars. In addition, the Dictionary provides definitions and descriptions of musical terminology, classes of instruments, specific compositions and a wide range of musical concepts, including foreign language usage. This is a scholarly reference book vital for anyone interested in classical as well as popular music.

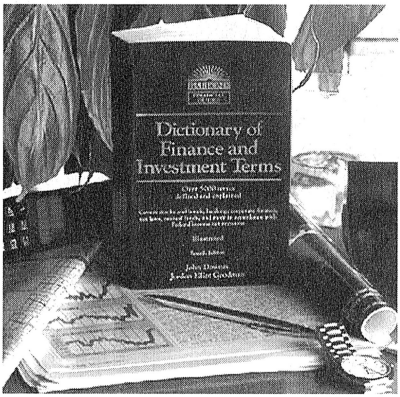




Holt's World History, by Bruce Wetterau, provides short, concise descriptions of 10,000 important people, places and events from human history since ancient times to today. In addition to political history, included here are entries from the history of science, business, art, society and literature. Over 130 chronologies of major nations, empires and conflicts provide basic data in a highly organized format.

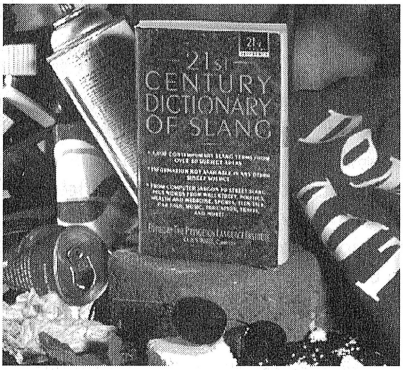
Columbia's Complete Home Medical Guide is a treasure house of practical information for the layman on a wide variety of medical subjects. It is composed of descriptive articles concerning the health care system, the elements of good health, symptoms and diagnosis, first aid, treatment and prevention of diseases and the proper use of medications. The wealth of diagrams, charts and illustrations enables the lay reader to understand the clearly written text fully and makes this an extremely useful tool.



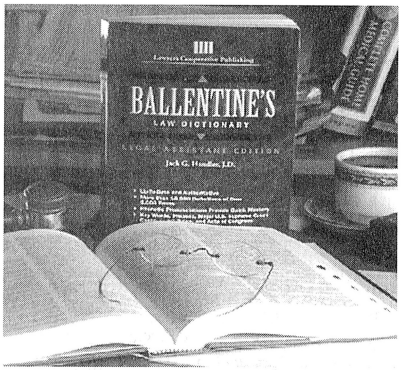


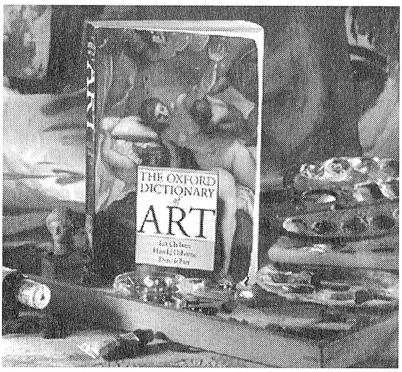
Barron's Dictionary of Finance and Investment Terms is an up-to-date compilation of 5000 terms from the fields of investment, including stocks and bonds, banking and mutual funds, consumer and corporate finance and taxation. Produced by figures located at the heart of the financial world, Barron's Dictionary provides information essential for dealing with the economic trends of the coming years.

The 21st Century Dictionary of Slang includes 5000 idioms and phrases from the world of popular language. Each term or expression is defined and provided with an example of usage. In addition, the word or words are classified regarding their parts of speech and category of origin and use. Every entry, whether it be "classic" slang or the latest phrase of the smallest sub-culture, is provided with an example of proper usage. The entries represent the latest in jargon from the world of computers to the streets, from the language of teens to the parlance of Wall Street and many other American contexts.



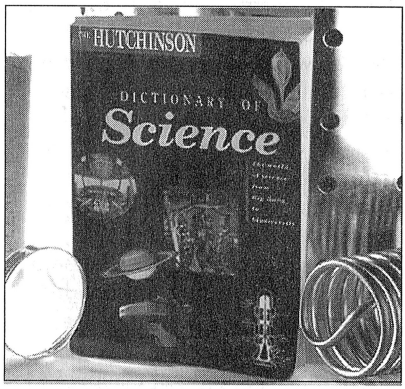
Over 10,000 legal terms are found in Ballentine's Dictionary of Law: Legal Assistant Edition. They are provided with easy to use guides to pronunciation, examples of usage and cross-referencing of similar and related terms. In addition, the Dictionary includes references to landmark cases, federal agencies and statutes, abbreviations and acronyms.



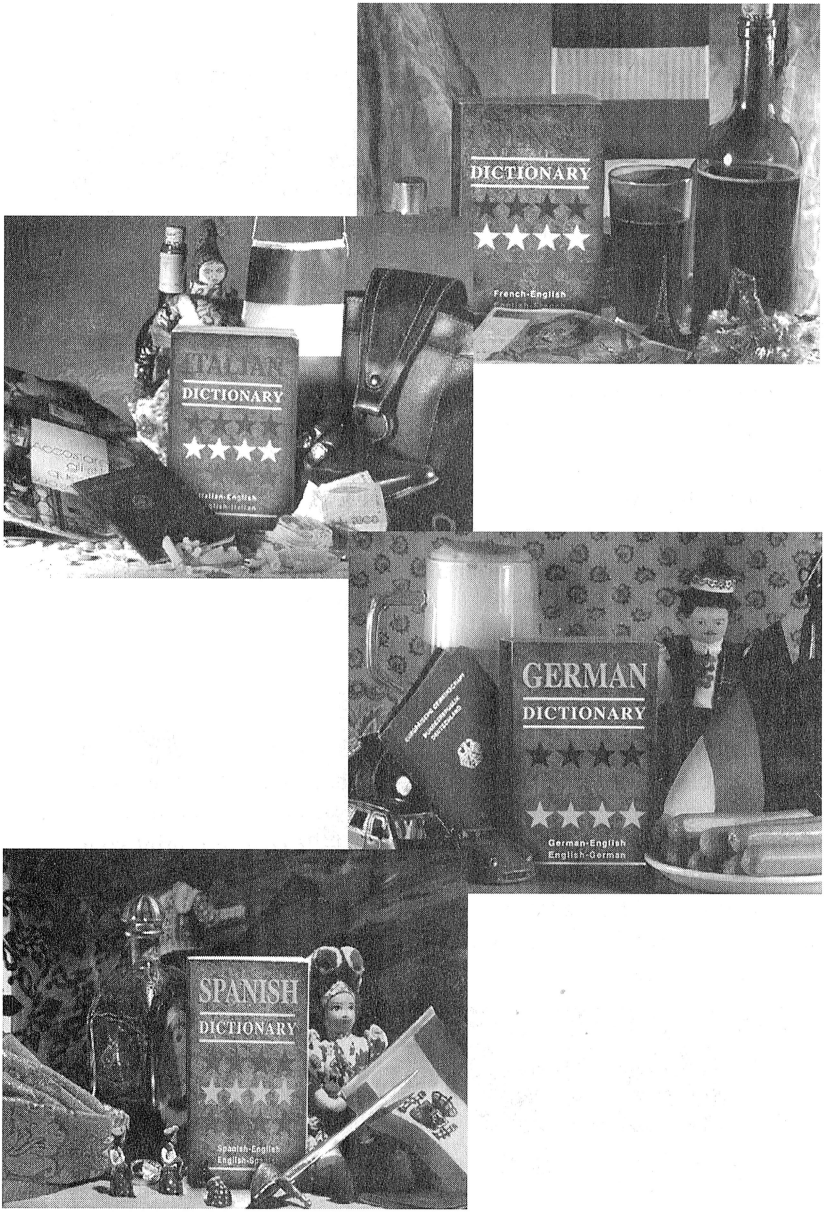


The Oxford Dictionary of Art is an extremely useful and engaging compendium of 3000 entries on painting, sculpture, drawing and the applied arts. It covers the history of art from the 5th century BC and includes broad coverage of styles, techniques, materials and schools as well as artists, patrons, famous collectors and art historians. Major museums and art galleries can also be found within the pages of this both scholarly and readable work.

Hutchinson's Dictionary of Science is composed of over 5000 entries dealing with classic concepts and phenomena as well as the latest inventions and discoveries of science. The term science itself is interpreted broadly, so that we find here descriptions and definitions regarding agriculture, archaeology, communications and transportation together with matters from the fields of chemistry, biology, earth science, physics, geology and many others. In addition to the standard items, Hutchinson's Dictionary of Science includes a wealth of chronologies, quotations, puzzles and dissertations on discoveries that have changed history.



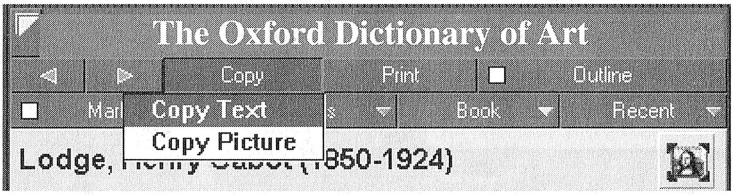
The Bilingual Dictionary Series offers the convenience of translation in two directions, allowing you to look up words from English to French, Italian, German, and Spanish or if you prefer, from the selected foreign language into English. With thousands of entries, concise definitions, and an easy to use pronunciation guide, Lief's Bilingual Dictionary Series is a unique aid to translation work, foreign language study or occasional desk reference.



Copying Text or Pictures

Click the Copy button to copy the current articles onto the Windows clipboard. If the current article has an accompanying picture, a menu will be displayed and you can choose whether to Copy Picture, or Copy Text.

You can then go into your favorite word processor and paste the text or picture into a file by using the word processor's standard Paste function.



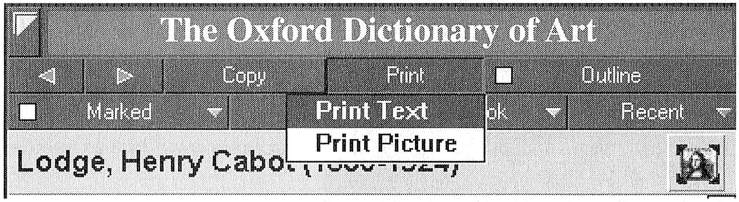
Copying Part of the Text

You can copy just a part of the article by highlighting a selection of the text. Position your cursor in the text where you want to start, hold down the mouse button, and drag to the end of the portion of text you want. Then press the Copy button (if the article also has a picture, you will have to click on Copy Text) and the text you selected will be copied to the Clipboard. Then go to your word processor to paste the text into a document.

Printing Text or Pictures

Click the Print button to print the current article. If the current article has an accompanying picture a menu will be displayed and you can choose whether to Print Picture or Print Text. If you choose Print Picture, MULTIPEDIA will print the current picture.

MULTIPEDIA will display the standard Microsoft Windows dialog box. Select your requirements, and MULTIPEDIA will print your selection.



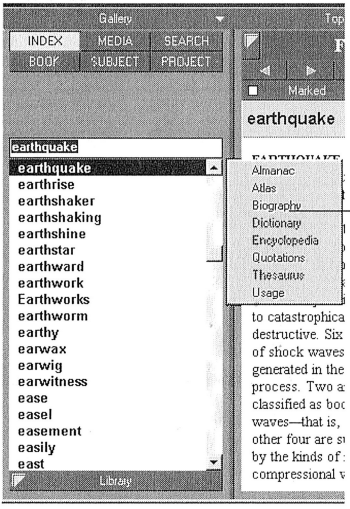
The Browser

The Browser is an alphabetical list which displays all the topics in MULTIPEDIA. To find a desired topic begin typing in the "Follow-Me" field. As you type, the Browser list automatically adjusts to pinpoint the topic you want.

Using the Browser, you can view a list of all the books that contain entries on your chosen topic. You can also choose the book you want to open first.

The Browser functions differently depending on which of MULTIPEDIA's six Views is currently active. The next few pages of this guide will give you an summary of the different Views, and how they can help you find the information you need quickly.

Type in the "Follow-Me" field to adjust the Browser list.

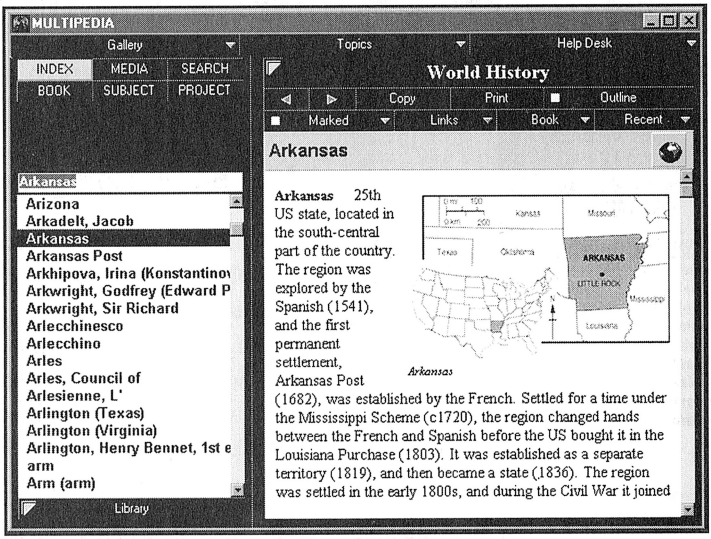


Single-click and drag to choose a book.

Index View

Index View is MULTIPEDIA's general reference mode. In Index View, every entry in MULTIPEDIA appears in the Browser, in alphabetical order.

Want to look up a topic? Type the first few characters of the topic you are searching for in the "Follow-Me" field. MULTIPEDIA will display a list of topics whose first few characters match the characters you type — the more characters you type, the more precise the search will be.



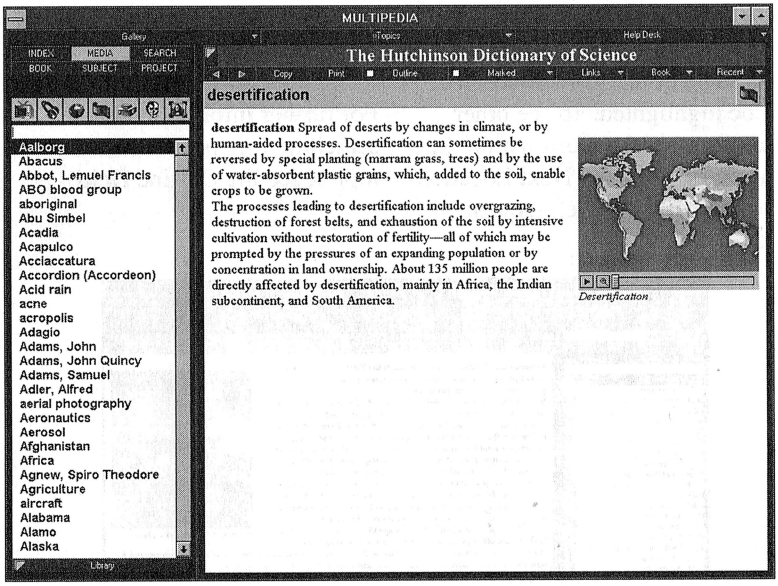
Media View

Media View customizes the Browser list to show only the entries that include media elements. Each media element is represented by an icon just above the Browser. Pop-up text over each icon tells you what type of media is associated with it. By clicking the icons on and off, you can filter the list to focus on only the kind of media elements you wish to see.

When you click on a topic in Media view, a pop-up menu will appear showing all the media elements associated with that topic. Media element icons also appear above the Content Window, depending on the current entry. If an entry contains both video and sound clips, for example, these icons will appear just above the entry.

- To see a complete list of all the media elements of a particular category (videos, sound clips, etc.) associated with an article, click on that media icon above the Content Window. A list will appear, from which you can choose the media element you wish to see.

- Double-clicking on a media icon above the Content Window takes you to the first media element on the list.



Search View

With Search View, you can search for entries that include specific words and phrases. In Search View, you can perform either a Concise Search or an Expanded Search.

In Concise Search, simply type a word or phrase into the search field. Then click the Find button or press Return on your keyboard. All the entries that contain your text appear in the Browser list with a three-letter prefix indicating the book in which the entry appears.

Just below the search field, you'll get a tally of the total number of entries found which matched your search request.

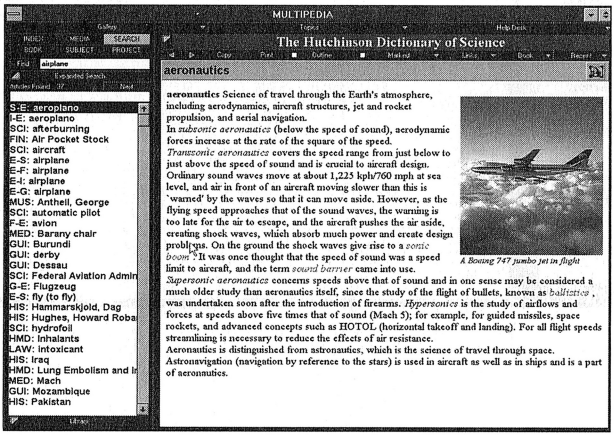
Double-click a topic in the Browser list. The entry appears in the Content Window and the first occurrence of the word you typed will be highlighted. To see other occurrences of the word within the same entry, press the Next Location button under the search request fields.

Want to broaden your search by simultaneously searching for more than one word or phrase? Just click on Expanded Search.

In Expanded Search you have three additional search request fields. By clicking repeatedly, you can cycle through each of three boolean search commands: AND, OR, and BUT NOT. For example, if you enter the words Automobile and Motor in the search fields, and add the Boolean search command AND, a search will retrieve only those entries that contain both the word Automobile and the word Motor.

Check the box marked "Search Previous Results" to perform a search on only those entries which currently appear in the browser as a result of a previous search.

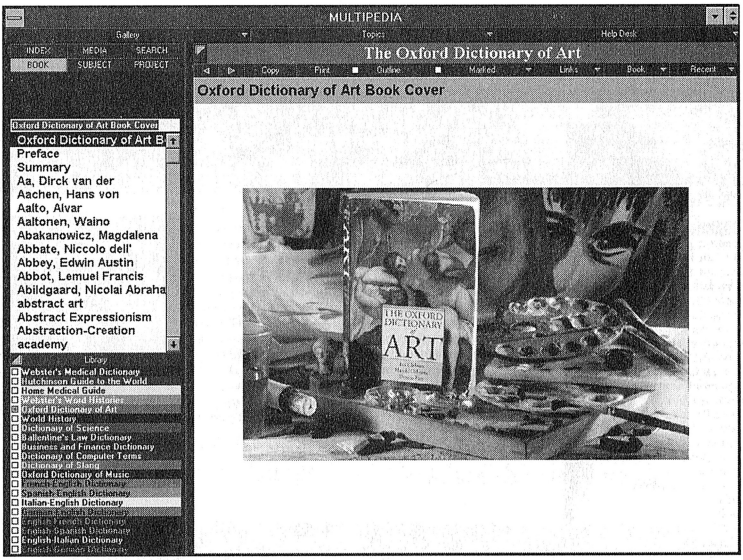
For further information about searching for specific texts and topics, see the On-line Help.


MULTIPEDIA
The Hutchinson Dictionary of Science
aeronautics
S-E: aeroplano
I-E: aeroplano
SCI: afterburning
FIN: Air Pocket Stock
SCI: aircraft
E-S: airplane
E-F: airplane
E-I: airplane
E-G: airplane
MUS: Antheil, George
SCI: automatic pilot
F-E: avion
MED: Barany chair
GUI: Burundi
GUI: derby
GUI: Dessau
SCI: Federal Aviation Admin
G-E: Flugzeug
E-S: fly (to fly)
HIS: Hammarskjold, Dag
HIS: Hughes, Howard Roba
SCI: hydrofoil
HMD: Inhalants
LAW: Intoxicant
HIS: Iraq
HMD: Lung Embolism and I
MED: Mach
GUI: Mozambique
HIS: Pakistan
aeronautics Science of travel through the Earth's atmosphere, including aerodynamics, aircraft structures, jet and rocket propulsion, and aerial navigation.
In subsonic aeronautics (below the speed of sound), aerodynamic forces increase at the rate of the square of the speed.
Transonic aeronautics covers the speed range from just below to just above the speed of sound and is crucial to aircraft design. Ordinary sound waves move at about 1,225 kph/760 mph at sea level, and air in front of an aircraft moving slower than this is 'warned' by the waves so that it can move aside. However, as the flying speed approaches that of the sound waves, the warning is too late for the air to escape, and the aircraft pushes the air aside, creating shock waves, which absorb much power and create design problems. On the ground the shock waves give rise to a sonic boom. It was once thought that the speed of sound was a speed limit to aircraft, and the term sound barrier came into use.
Supersonic aeronautics concerns speeds above that of sound and in one sense may be considered a much older study than aeronautics itself, since the study of the flight of bullets, known as ballistics, was undertaken soon after the introduction of firearms. Hypersonics is the study of airflows and forces at speeds above five times that of sound (Mach 5); for example, for guided missiles, space rockets, and advanced concepts such as HOTOL (horizontal takeoff and landing). For all flight speeds streamlining is necessary to reduce the effects of air resistance.
Aeronautics is distinguished from astronautics, which is the science of travel through space. Astronavigation (navigation by reference to the stars) is used in aircraft as well as in ships and is a part of aeronautics.
A Boeing 747 jumbo jet in flight

Book View

Book View gives you the look and feel of working with a real book, by displaying the entire contents of the book, in the browser list; including the prefaces, and explanatory notes.

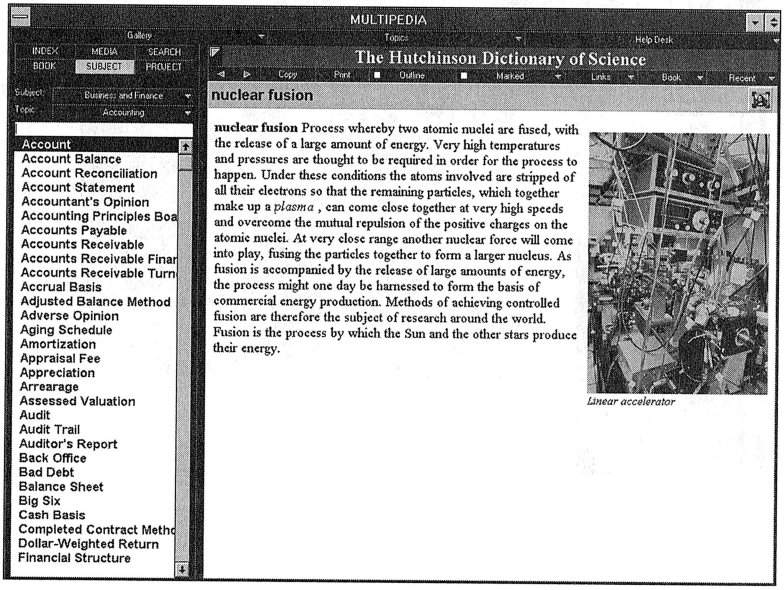
For more information about Book View, see the On-Line Help.



Subject View

In Subject View, you can view a list of entries within a particular area of interest. For example, to see entries related to Musical Instruments, click on the Subject Bar to view the pull-down menu of subjects. Drag the cursor to Performing Arts and a list of topics in Performing Arts will appear alongside the list of subjects. Choose Musical Instruments and the browser list will adjust to show only articles relating to that topic.

For more information about Subject View, see the On-Line Help.


MULTIPEDIA
Gallery
Topics
Help Desk
INDEX
MEDIA
SEARCH
BOOK
SUBJECT
PROJECT
Subject:
Business and Finance
Topic:
Accounting
Account
Account Balance
Account Reconciliation
Account Statement
Accountant's Opinion
Accounting Principles Boa
Accounts Payable
Accounts Receivable
Accounts Receivable Finar
Accounts Receivable Turn
Accrual Basis
Adjusted Balance Method
Adverse Opinion
Aging Schedule
Amortization
Appraisal Fee
Appreciation
Arrearage
Assessed Valuation
Audit
Audit Trail
Auditor's Report
Back Office
Bad Debt
Balance Sheet
Big Six
Cash Basis
Completed Contract Metho
Dollar-Weighted Return
Financial Structure
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nuclear fusion
nuclear fusion Process whereby two atomic nuclei are fused, with the release of a large amount of energy. Very high temperatures and pressures are thought to be required in order for the process to happen. Under these conditions the atoms involved are stripped of all their electrons so that the remaining particles, which together make up a plasma , can come close together at very high speeds and overcome the mutual repulsion of the positive charges on the atomic nuclei. At very close range another nuclear force will come into play, fusing the particles together to form a larger nucleus. As fusion is accompanied by the release of large amounts of energy, the process might one day be harnessed to form the basis of commercial energy production. Methods of achieving controlled fusion are therefore the subject of research around the world. Fusion is the process by which the Sun and the other stars produce their energy.
Linear accelerator

Project View

Project View gives you an easy, dynamic way to organize your MULTIPEDIA research into printable, integrated projects. Using Project View you can create a customized Browser of MULTIPEDIA entries. Add the current entry to your project by clicking on the Entry button just above the Browser, then choosing "Add Current" from the menu. Or, click "Add Marked" to add all the Marked articles to the project at once.

Click the Project button to save the current project, open a previously saved project, or start a new one.

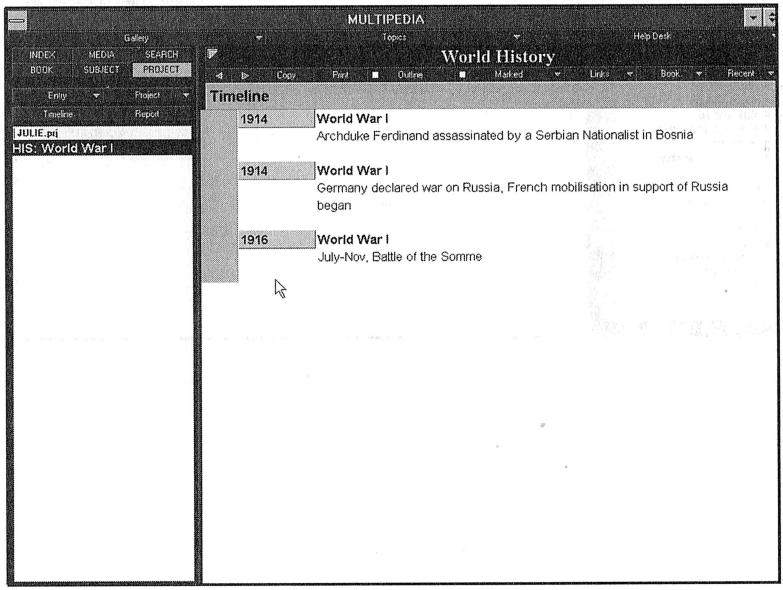
Once you've gathered a number of entries in the Project Browser, you can rearrange their order . Simply click on an entry and drag it to its desired location in the browser list.

In Project View, you can generate automated customized timelines of significant dates with a single click. Just click on the Timeline button.

A custom timeline is generated based on the encyclopedia entries included in your current project.

Project View also generates printed research reports. Just click the Report button and MULTIPEDIA automatically prepares a custom report, including a cover page, which includes all text entries and pictures in the current project.

For more information about Project View, see the On-Line Help.

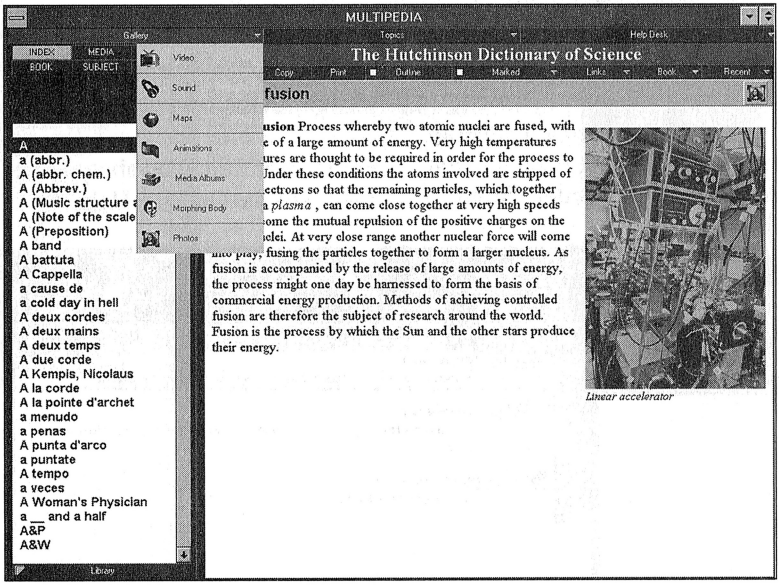


Gallery and Subject Instaview

Instaview is the fastest way ever to access text entries and media elements. Click on Gallery Instaview for a pull-down menu of all of MULTIPEDIA's media elements. Choose an icon for the type of media you wish to view, and MULTIPEDIA will jump to the Media view with the browser filtered to show only that type of media element. You can click on the other icons to turn that media type back on.

Topic Instaview is a shortcut to the Subject View. Click Topic Instaview to display the pull-down menu of categories and topics. Choose one, and MULTIPEDIA will take you to right to the Subject view.

For further information about Instaview, see the On-Line help



Word Processor Link

If you use Microsoft's Word for Windows, MULTIPEDIA can help and assist you with all your research needs - even while you're using another program.

When you install MULTIPEDIA, it will look at your computer to see if you have Word for Windows. If you do, MULTIPEDIA will ask if you'd like to Install the Word Processor Link.

While using the word processor, highlight a word or phrase you wish to look up in MULTIPEDIA, choose "MULTIPEDIA" from the View Menu and MULTIPEDIA will appear on your desktop with Index view open to the entry closest to the word you've highlighted.

Smartlink

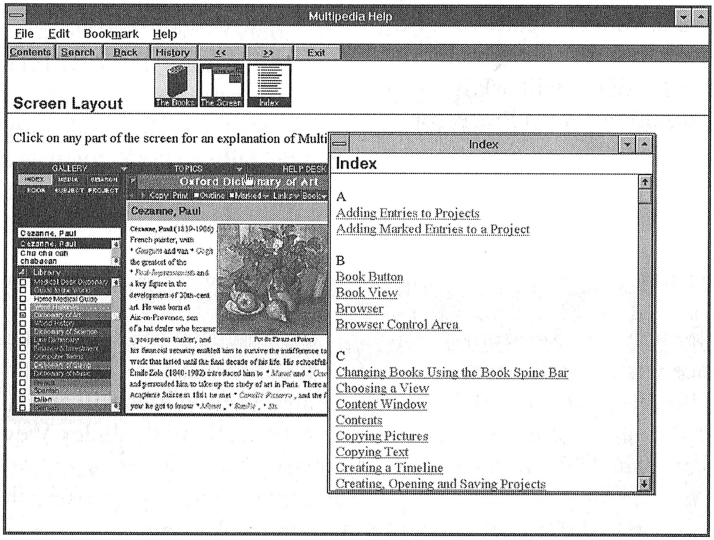
In addition to the 16 essential reference works available in MULTIPEDIA, MULTIPEDIA is also your gateway to even greater depths of knowledge. If you own products from the Intelli-Quest reference series, MULTIPEDIA will create a link allowing you to access those databases from within MULTIPEDIA.

Those products' titles will appear in the library and the pop-up book menus. Their entries will appear alphabetically in the Index View browser. You can see the entire database at once by choosing that title in Book View.

On-Line Help

MULTIPEDIA's comprehensive On-Line Help is a convenient way to learn about a task you are performing or a feature you would like to know more about.

Choose On-Line Help from the Help Desk menu to access Help.



For more information about MULTIPEDIA click on one the icons.

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Use the Copy command to copy the text from a text entry to the Windows Clipboard. Open your word processor and paste the text wherever you like. Alternatively, you can choose the Print command from the File menu to print text directly from MULTIPEDIA. Whenever you copy or print, MULTIPEDIA automatically includes a reference a reference citation.

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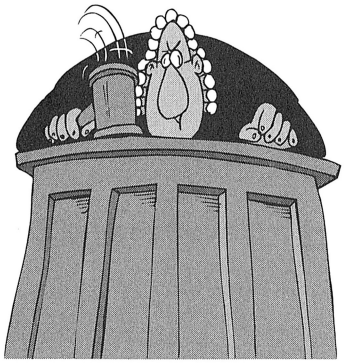

What's Next?

Learning about MULTIPEDIA

You've seen some of the things that MULTIPEDIA can do and how simple it is to use. To make using MULTIPEDIA even easier:

- Run the MULTIPEDIA Tour Guide Keep the Quick Start Guide handy when working with MULTIPEDIA.

- Use the On-line Help.

Your comments about MULTIPEDIA and the MULTIPEDIA documentation are most welcome.

Please send them to:

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